

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE

COMBINED DETAIL SUMMARY

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 Regular Salaries	1,559,474	1,859,160	1,834,690	1,871,870	1,887,940	1,935,650
120 Special Salaries	192,497	37,620	44,950	39,100	44,950	44,950
130 Overtime	14,638	0	0	0	0	0
140 Employee Benefits	449,456	487,250	478,960	509,790	503,540	514,480
150 Planned Savings	0	(30,020)	(5,490)	(30,410)	(35,680)	0
SUBTOTAL PERSONAL SERVICES	2,216,066	2,354,010	2,353,110	2,390,350	2,400,750	2,495,080
210 Utilities	0	0	0	0	0	0
220 Communications	66,647	69,200	77,160	69,490	78,040	77,840
230 Transportation and Training	7,604	4,410	4,380	4,410	5,780	5,780
240 Insurance	50	0	0	0	0	0
250 Professional Fees	70,833	116,400	99,250	118,810	87,790	97,250
260 Data Processing	265,448	292,260	302,410	290,680	290,680	297,000
270 Equipment Contractuals	4,600	4,400	5,720	4,450	5,770	5,770
280 Building and Grounds Contractuals	1,229	0	0	0	0	0
290 Other Contractuals	28,099	29,680	21,910	29,680	21,760	22,370
SUBTOTAL CONTRACTUAL SERVICES	444,511	516,350	510,830	517,520	489,820	506,010
310 Office Supplies	87,488	86,790	85,170	86,790	85,070	85,070
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	246	1,450	1,350	1,450	1,350	1,350
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	6,258	12,000	12,000	12,000	12,000	12,000
370 Building Parts	8,597	0	0	0	0	0
380 Non-Capitalizable Equipment	4,358	880	1,890	680	1,690	1,690
390 Other Commodities	32	0	0	0	0	0
SUBTOTAL COMMODITIES	106,979	101,120	100,410	100,920	100,110	100,110
410 Land	0	0	0	0	0	0
420 Buildings	5,247	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	17,774	1,400	1,330	1,400	1,330	1,330
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	23,021	1,400	1,330	1,400	1,330	1,330
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	<u>2,790,576</u>	<u>2,972,880</u>	<u>2,965,680</u>	<u>3,010,190</u>	<u>2,992,010</u>	<u>3,102,530</u>

FINANCE DEPARTMENT

The Finance Department coordinates the financial affairs of the City, as well as providing various internal services/supplies for all departments. The Department includes the Director's Office and three divisions: (1) Financial Management (Financial Planning and Research (Budget), Central Accounting, and Special Projects); (2) Management Services (Purchasing, Risk Management/Safety, Special Assessments, Records and Pension); and (3) Treasury (Investments, Revenue Management, and City Hall Express). The Finance Department also administers the Internal Service Funds of Self-Insurance, Telecommunications, and Stationery Stores.

Budget Highlights

The adopted 1994 budget shows an increase of \$19,130 over the 1993 adopted budget. The approved 1995 budget increases \$110,520 from the 1994 budget. Adjusted for organizational changes, the Finance department remained at the 1993 Adopted level.

- An Administrative Aide position has been transferred from Personnel to Management Services (Pension) Division. The position is funded 100% from the Police & Fire and Employee retirement funds.
- A part-time customer service clerk has been transferred to Treasury (Express) from the Water Department. The increase in personnel expense is fully offset by funding from the Water Department.
- A Senior Accountant position was eliminated in Treasury, and replaced with an Account Clerk to meet internal control requirements in the Express Office. (Savings of \$10,530)
- A Senior Budget Analyst position was eliminated in Financial Planning and Research, and funding has been transferred to Purchasing to support a Buyer's position focusing on the Small Minority Business Assistance Program. This program recruits small and minority businesses to bid on goods and services for the City; 50 minority vendors have been added to the bid list since the program began in December, 1992.
- An Accountant position is eliminated in Central Accounting, (savings of \$37,180) resulting in a modified level of monthly financial reporting. In 1994, the Department will issue quarterly versus monthly financial reports.

Budget Summary

	1992 Actual	1993 Adopted	1993 Revised	1994 Adopted	1995 Approved
Personal Services	2,216,066	2,354,010	2,353,110	2,400,750	2,495,080
Contractual Services	444,511	516,350	510,830	489,820	506,010
Commodities	106,979	101,120	100,410	100,110	100,110
Capital Outlay	23,021	1,400	1,330	1,330	1,330
Other	0	0	0	0	0
TOTAL	2,790,577	2,972,880	2,965,680	2,992,010	3,102,530

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 01 - DIRECTOR'S OFFICE
SECTION: 01 - ADMINISTRATION

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 Regular Salaries	196,427	244,050	219,460	244,140	215,610	221,850
120 Special Salaries	17,354	0	0	0	0	0
130 Overtime	0	0	0	0	0	0
140 Employee Benefits	44,343	55,770	51,690	57,430	49,180	50,070
150 Planned Savings	0	(3,220)	0	(3,240)	(3,490)	0
SUBTOTAL PERSONAL SERVICES	258,124	296,600	271,150	298,330	261,300	271,720
210 Utilities	0	0	0	0	0	0
220 Communications	2,008	2,400	2,400	2,410	2,410	2,410
230 Transportation and Training	3,569	1,130	1,130	1,130	1,130	1,130
240 Insurance	50	0	0	0	0	0
250 Professional Fees	0	0	0	0	0	0
260 Data Processing	15,552	15,550	15,890	15,550	15,890	15,890
270 Equipment Contractuals	295	400	400	400	400	400
280 Building and Grounds Contractuals	0	0	0	0	0	0
290 Other Contractuals	759	680	680	680	680	680
SUBTOTAL CONTRACTUAL SERVICES	22,233	20,160	20,500	20,170	20,510	20,510
310 Office Supplies	2,882	2,060	2,060	2,060	2,060	2,060
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	49	0	0	0	0	0
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0	0
370 Building Parts	0	0	0	0	0	0
380 Non-Capitalizable Equipment	0	0	0	0	0	0
390 Other Commodities	22	0	0	0	0	0
SUBTOTAL COMMODITIES	2,953	2,060	2,060	2,060	2,060	2,060
410 Land	0	0	0	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	0	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	0	0	0	0	0
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	<u>283,310</u>	<u>318,820</u>	<u>293,710</u>	<u>320,560</u>	<u>283,870</u>	<u>294,290</u>

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 01 - DIRECTOR'S OFFICE
SECTION: 01 - ADMINISTRATION

The Director's responsibilities are to provide fiscal support programs and direction for all City departments, monitor all Federal, State and Local financial budgets and render advice and services as requested by the City Manager and City Council. Duties of the Director include: coordination of all accounting, auditing, bookkeeping, billing, revenue collection and purchasing activities for the City, as well as the responsibilities of City Clerk. Additionally, the Director is charged with the task of coordinating and supervising the preparation of the City's budget, investment policies, retirement systems, records management, special assessment and risk management systems.

POSITION TITLE	POSITIONS			1994 EMPLOYMENT RANGE	1993 ADOPTED	1993 REVISED	1994 ADOPTED	1995 APPROVED
	1992 RVSD	1993 ADOPTED	1994 ADOPTED					
Director of Finance	1	1	1	002	64,070	68,950	68,950	68,950
Assistant Director of Finan.	1	1	1	005	46,140	11,540	52,000	52,000
Management Services Director	1	1	1	006	56,650	60,100	60,100	60,100
Financial Projects Director	0	1	0	010	44,030	49,050	0	0
Administrative Secretary	1	1	0	620	26,240	0	0	0
Administrative Secretary II	0	0	1	621	0	27,110	27,110	27,110
Subtotal	4	5	4		237,130	216,750	208,160	208,160
ADD: Longevity					2,180	2,210	1,560	1,560
Employee Compensation					4,740	500	5,890	11,930
TOTAL					244,050	219,460	215,610	221,650

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 01 - DIRECTOR'S OFFICE
SECTION: 02 - TREASURY

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 Regular Salaries	320,455	382,660	393,540	389,240	399,550	414,140
120 Special Salaries	50,314	28,140	36,210	29,100	36,210	36,210
130 Overtime	7,825	0	0	0	0	0
140 Employee Benefits	104,439	109,330	115,490	115,990	120,930	127,370
150 Planned Savings	0	(6,980)	(1,460)	(7,130)	(16,830)	0
SUBTOTAL PERSONAL SERVICES	483,032	513,150	543,780	527,200	539,860	577,720
210 Utilities	0	0	0	0	0	0
220 Communications	29,730	31,840	38,330	31,910	38,830	38,830
230 Transportation and Training	1,883	1,380	1,800	1,380	1,700	1,700
240 Insurance	0	0	0	0	0	0
250 Professional Fees	4,121	50,160	36,750	50,160	33,500	33,500
260 Data Processing	44,457	50,260	50,260	50,260	50,260	50,260
270 Equipment Contractuals	3,420	2,670	2,670	2,720	2,720	2,720
280 Building and Grounds Contractuals	779	0	0	0	0	0
290 Other Contractuals	6,567	8,410	10,840	8,410	11,030	11,030
SUBTOTAL CONTRACTUAL SERVICES	90,957	144,720	140,650	144,840	138,040	138,040
310 Office Supplies	18,380	20,650	21,650	20,650	21,500	21,500
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	105	700	700	700	700	700
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	6,258	12,000	12,000	12,000	12,000	12,000
370 Building Parts	7,777	0	0	0	0	0
380 Non-Capitalizable Equipment	1,283	250	250	250	250	250
390 Other Commodities	0	0	0	0	0	0
SUBTOTAL COMMODITIES	33,803	33,600	34,600	33,600	34,450	34,450
410 Land	0	0	0	0	0	0
420 Buildings	5,247	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	11,144	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	16,391	0	0	0	0	0
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	<u>624,184</u>	<u>691,470</u>	<u>719,030</u>	<u>705,640</u>	<u>712,350</u>	<u>750,210</u>

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 01 - DIRECTOR'S OFFICE
SECTION: 02 - TREASURY

The Treasury Section is responsible for all revenue management and investment activities. The revenue management function includes: collection and distribution of all City revenue including vendor and payroll disbursements; development of collection procedures and systems; daily cash reports; preparation of bank deposits; and parking meter coin collections. The Express Office oversees the accounting and collection of water utility bills and licensing. The investment function is responsible for projecting cash balances, maintaining cash position and administering investments of all funds including pooled funds and the City's self insurance fund.

POSITION TITLE	POSITIONS			1994 EMPLOYMENT RANGE	1993 ADOPTED	1993 REVISED	1994 ADOPTED	1995 APPROVED
	1992 RVSD	1993 ADOPTED	1994 ADOPTED					
Senior Accountant	2	2	1	115	59,880	65,300	36,000	36,000
Administrative Assistant	1	1	1	118	24,620	26,490	26,490	26,490
Associate Accountant	1	1	1	623	28,860	22,490	23,970	25,570
Administrative Aide II	0	1	0	623	28,860	0	0	0
Administrative Aide III	0	0	1	120	0	29,870	29,870	29,870
Account Clerk III	0	0	1	621	0	23,780	25,390	27,110
Account Clerk II	2	2	3	619	47,830	59,730	70,870	72,070
Cashier II	1	0	0	619	0	0	0	0
Customer Service Clerk II	0	1	0	619	22,750	0	0	0
Account Clerk I	3	0	1	617	0	20,040	21,240	22,570
Parking Meter Coin Collector	2	0	0	617	0	0	0	0
Customer Service Clerk I	3	8	8	617	158,840	122,980	139,560	144,250
Clerk I	0	0	1	613	0	18,970	18,970	18,970
Subtotal	15	16	18		371,640	389,650	392,360	402,900
ADD: Longevity					3,590	3,590	3,800	4,640
Employee Compensation					7,430	300	3,390	6,600
TOTAL					382,660	393,540	399,550	414,140
Customer Service Clerk (PT-50%)	0	3	3		28,040	25,610	25,610	25,610
Customer Service Clerk (PT-75%)	0	0	1		0	10,600	10,600	10,600
TOTAL	15	19	22		410,700	429,750	435,760	450,350

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 01 - FINANCIAL PLANNING & RESEARCH

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 Regular Salaries	192,809	276,270	220,670	277,600	258,840	265,950
120 Special Salaries	19,597	0	0	0	0	0
130 Overtime	147	0	0	0	0	0
140 Employee Benefits	49,320	69,210	52,580	72,120	64,310	65,350
150 Planned Savings	0	(4,030)	(4,030)	(4,080)	(4,080)	0
SUBTOTAL PERSONAL SERVICES	261,873	341,450	269,220	345,640	319,070	331,300
210 Utilities	0	0	0	0	0	0
220 Communications	3,717	3,710	3,690	3,750	3,140	3,140
230 Transportation and Training	642	0	0	0	1,500	1,500
240 Insurance	0	0	0	0	0	0
250 Professional Fees	580	400	400	400	400	400
260 Data Processing	31,807	31,930	34,630	31,930	34,630	34,630
270 Equipment Contractuals	83	80	80	80	80	80
280 Building and Grounds Contractuals	150	0	0	0	0	0
290 Other Contractuals	666	170	470	170	470	470
SUBTOTAL CONTRACTUAL SERVICES	37,645	36,290	39,270	36,330	40,220	40,220
310 Office Supplies	24,713	20,620	21,020	20,620	21,340	21,340
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	0	0	0	0	0	0
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0	0
370 Building Parts	0	0	0	0	0	0
380 Non-Capitalizable Equipment	0	350	350	150	150	150
390 Other Commodities	0	0	0	0	0	0
SUBTOTAL COMMODITIES	24,713	20,970	21,370	20,770	21,490	21,490
410 Land	0	0	0	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	315	700	700	700	700	700
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	315	700	700	700	700	700
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	<u>324,547</u>	<u>399,410</u>	<u>330,560</u>	<u>403,440</u>	<u>381,480</u>	<u>393,710</u>

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
ACTIVITY: 01 - FINANCIAL PLANNING & RESEARCH

The Financial Planning and Research section supervises the development and administration of the annual budget. This section also advises the City Manager and the Director of Finance on budget and associated financial matters. The major activity of this section is developing the budget between February and August. This includes responsibility for developing all preliminary information for both the governing body and City staff; instructing all divisions and departments as to necessary and appropriate budgetary procedures; considering and reviewing all budget proposals; implementing all revisions directed by the governing body; and publishing the adopted budget document. Other duties include the daily administration of the operating and CIP budgets, which entails reviewing personnel requisitions, capital outlay requests, budget adjustments and financial studies for conformance to City policies.

POSITION TITLE	POSITIONS			1994 EMPLOYMENT RANGE	1993 ADOPTED	1993 REVISED	1994 ADOPTED	1995 APPROVED
	1992 RVSD	1993 ADOPTED	1994 ADOPTED					
Budget Officer	1	1	1	112	41,320	46,250	46,250	46,250
Revenue Officer	0	1	0	115	32,990	0	0	0
Senior Budget Analyst	2	3	3	115	110,770	82,530	113,440	113,440
Budget Analyst	3	2	2	117	62,500	67,660	67,660	67,660
Secretary II	1	1	1	619	21,880	22,300	23,700	24,710
Subtotal	7	8	7		269,460	218,740	251,050	252,060
ADD Longevity					1,420	1,490	1,530	1,570
Employee Compensation					5,390	440	6,260	12,320
TOTAL					276,270	220,670	258,840	265,950

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 02 - CENTRAL ACCOUNTING
ACTIVITY: 01 - GENERAL ACCOUNTING/PAYROLL

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 Regular Salaries	412,678	455,740	462,840	457,000	433,390	441,890
120 Special Salaries	51,842	0	0	0	0	0
130 Overtime	1,645	0	0	0	0	0
140 Employee Benefits	131,314	118,230	117,640	123,460	112,640	113,740
150 Planned Savings	0	(7,610)	0	(7,680)	(7,260)	0
SUBTOTAL PERSONAL SERVICES	597,476	566,360	580,480	572,780	538,770	555,630
210 Utilities	0	0	0	0	0	0
220 Communications	7,909	8,400	8,630	8,480	8,860	8,660
230 Transportation and Training	1,448	0	0	0	0	0
240 Insurance	0	0	0	0	0	0
250 Professional Fees	51,569	49,840	50,000	52,250	47,990	57,450
260 Data Processing	79,971	100,560	100,560	98,980	93,030	98,980
270 Equipment Contractuals	108	400	890	400	890	890
280 Building and Grounds Contractuals	0	0	0	0	0	0
290 Other Contractuals	3,404	8,180	4,560	8,180	4,400	4,400
SUBTOTAL CONTRACTUAL SERVICES	144,409	167,380	164,640	168,290	155,170	170,380
310 Office Supplies	15,865	18,730	16,000	18,730	16,250	16,250
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	0	200	0	200	0	0
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0	0
370 Building Parts	0	0	0	0	0	0
380 Non-Capitalizable Equipment	2,080	280	900	280	900	900
390 Other Commodities	10	0	0	0	0	0
SUBTOTAL COMMODITIES	17,955	19,210	16,900	19,210	17,150	17,150
410 Land	0	0	0	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	305	350	350	350	350	350
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	305	350	350	350	350	350
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	<u>760,145</u>	<u>753,300</u>	<u>762,370</u>	<u>760,630</u>	<u>711,440</u>	<u>743,510</u>

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 02 - CENTRAL ACCOUNTING
ACTIVITY: 01 - GENERAL ACCOUNTING/PAYROLL

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division coordinates the debt and Capital Improvement Program, develops accounting and auditing programs, advises the Director of Finance and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials. This division's goal is the continued improvement of accounting systems and financial information, to ensure internal control against, waste, inefficiency and financial infidelity; and so that interested parties are better informed about the City's financial condition and operation in a timely matter.

POSITION TITLE	POSITIONS			1994 EMPLOYMENT RANGE	1993 ADOPTED	1993 REVISED	1994 ADOPTED	1995 APPROVED
	1992 RVSD	1993 ADOPTED	1994 ADOPTED					
Controller	1	1	1	008	46,870	50,440	50,440	50,440
Financial Projects Director	0	0	1	113	0	46,120	46,120	46,120
Senior Accountant	2	2	2	115	73,260	79,380	79,380	79,380
Accountant	5	5	3	117	170,410	148,390	110,590	110,590
Associate Accountant	1	1	1	623	28,860	29,810	29,810	29,810
Account Clerk III	2	2	2	621	52,480	54,220	54,220	54,220
Account Clerk II	2	2	2	619	47,830	49,410	49,410	49,410
Secretary II	1	1	1	619	23,920	24,710	24,710	24,710
Account Clerk I	1	0	1	617	0	22,570	22,570	22,570
Clerk II	1	1	1	615	18,190	18,530	19,620	20,660
Subtotal	16	15	15		461,820	523,580	486,870	487,910
ADD Longevity					5,780	5,900	6,200	6,520
Employee Compensation					9,240	580	7,540	14,680
LESS:								
Charge to capital projects (50% Senior Accountant)					(21,100)	(21,100)	(21,100)	(21,100)
Charge to Bond Issues (100% Financial Projects Dir)						(46,120)	(46,120)	(46,120)
TOTAL					455,740	462,840	433,390	441,890

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 04 - SPECIAL ASSESSMENTS

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 Regular Salaries	121,453	147,120	139,770	150,360	149,620	154,380
120 Special Salaries	14,304	0	0	0	0	0
130 Overtime	95	0	0	0	0	0
140 Employee Benefits	33,310	40,760	38,420	43,370	42,260	42,970
150 Planned Savings	0	(2,300)	0	(2,380)	(2,400)	0
SUBTOTAL PERSONAL SERVICES	169,162	185,580	178,190	191,370	189,480	197,350
210 Utilities	0	0	0	0	0	0
220 Communications	4,863	3,810	4,850	3,830	4,950	4,950
230 Transportation and Training	63	0	0	0	0	0
240 Insurance	0	0	0	0	0	0
250 Professional Fees	2,223	0	4,990	0	4,990	4,990
260 Data Processing	32,412	32,420	32,810	32,420	28,610	28,980
270 Equipment Contractuals	152	100	110	100	110	110
280 Building and Grounds Contractuals	0	0	0	0	0	0
290 Other Contractuals	3,194	1,680	3,070	1,680	3,070	3,070
SUBTOTAL CONTRACTUAL SERVICES	42,908	38,010	45,830	38,030	41,730	42,100
310 Office Supplies	4,225	4,010	4,900	4,010	4,900	4,900
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	6	450	450	450	450	450
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0	0
370 Building Parts	820	0	0	0	0	0
380 Non-Capitalizable Equipment	157	0	390	0	390	390
390 Other Commodities	0	0	0	0	0	0
SUBTOTAL COMMODITIES	5,208	4,460	5,740	4,460	5,740	5,740
410 Land	0	0	0	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	0	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	0	0	0	0	0
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	217,278	228,050	229,760	233,860	236,950	245,190

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 04 - SPECIAL ASSESSMENTS

The Special Assessments section is responsible for maintaining files on all public improvement projects scheduled for General Obligation bond sales; scheduling and coordinating bond sales and appraisers' hearings; ownership list preparation on project benefit districts; calculation of assessments to each benefit district; preparation of ordinance levying assessments; and transcript assembly on projects in each bond sale; maintaining special assessment tax records on each parcel of land having City of Wichita specials, Airport and Water Department specials, delayed and deferred specials, and City owned property; processing 30-day cash payments, miscellaneous payments, pre-paid specials, and bond and interest payments; spreading specials to the tax roll; certifying specials to the County; and, reapportioning specials to all parcels which have been split, replatted or newly platted.

POSITION TITLE	POSITIONS			1994 EMPLOYMENT RANGE	1993 ADOPTED	1993 REVISED	1994 ADOPTED	1995 APPROVED
	1992 RVSD	1993 ADOPTED	1994 ADOPTED					
Special Assessment Coordinator	1	1	1	117	38,800	38,800	38,800	38,800
Administrative Aide I	1	1	1	620	25,050	25,870	25,870	25,870
Account Clerk II	1	1	1	619	22,660	18,750	19,920	21,210
Data Control Clerk	2	2	3	617	40,760	55,080	62,680	64,870
Clerk I	1	1	0	613	15,900	0	0	0
Subtotal	6	6	6		143,170	138,500	147,270	150,750
ADD Longevity					1,090	1,170	1,250	1,330
Employee Compensation					2,860	100	1,100	2,300
TOTAL					147,120	139,770	149,620	154,380

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 01 - PURCHASING

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 Regular Salaries	210,196	235,580	271,740	235,720	276,280	280,940
120 Special Salaries	27,226	9,480	8,740	10,000	8,740	8,740
130 Overtime	2,621	0	0	0	0	0
140 Employee Benefits	56,517	62,490	70,870	65,230	73,540	74,110
150 Planned Savings	0	(3,770)	0	(3,800)	(1,620)	0
SUBTOTAL PERSONAL SERVICES	296,559	303,780	351,350	307,150	356,940	363,790
210 Utilities	0	0	0	0	0	0
220 Communications	14,727	14,530	16,150	14,580	16,550	16,550
230 Transportation and Training	0	0	0	0	0	0
240 Insurance	0	0	0	0	0	0
250 Professional Fees	25	0	0	0	0	0
260 Data Processing	42,748	42,410	47,480	42,410	47,480	47,480
270 Equipment Contractuals	262	330	300	330	300	300
280 Building and Grounds Contractuals	0	0	0	0	0	0
290 Other Contractuals	754	600	630	600	410	630
SUBTOTAL CONTRACTUAL SERVICES	58,515	57,870	64,560	57,920	64,740	64,960
310 Office Supplies	11,340	11,000	10,500	11,000	10,060	10,060
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	0	100	200	100	200	200
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0	0
370 Building Parts	0	0	0	0	0	0
380 Non-Capitalizable Equipment	525	0	0	0	0	0
390 Other Commodities	0	0	0	0	0	0
SUBTOTAL COMMODITIES	11,865	11,100	10,700	11,100	10,260	10,260
410 Land	0	0	0	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	0	350	280	350	280	280
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	350	280	350	280	280
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	<u>366,939</u>	<u>373,100</u>	<u>426,890</u>	<u>376,520</u>	<u>432,220</u>	<u>439,290</u>

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 01 - PURCHASING

This section serves as the City's centralized purchasing office; allowing for the highest quality merchandise for the lowest possible cost. Activities include processing requisitions and purchase orders, taking and analyzing bids, disposing of all surplus and condemned City property, and selling State right-of-way property.

POSITION TITLE	POSITIONS			1994 EMPLOYMENT RANGE	1993 ADOPTED	1993 REVISED	1994 ADOPTED	1995 APPROVED
	1992 RVSD	1993 ADOPTED	1994 ADOPTED					
Purchasing Manager	1	1	1	114	38,800	42,160	42,160	42,160
Senior Buyer	1	1	1	116	35,090	37,140	37,140	37,140
Buyer	2	2	3	118	63,130	94,700	94,700	94,700
Secretary	3	2	2	618/619	47,830	49,410	49,410	49,410
Account Clerk I	1	1	1	617	21,850	22,570	22,570	22,570
Data Control Clerk	1	1	1	617	21,850	22,570	22,570	22,570
Subtotal	9	8	9		228,550	268,550	268,550	268,550
ADD Longevity					2,460	2,790	2,980	3,170
Employee Compensation					4,570	400	4,750	9,220
Secretary part-time (50%)					9,480	8,740	8,740	8,740
TOTAL					245,060	280,480	285,020	289,680

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL FUND
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 02 - RECORDS AND BENEFITS
ACTIVITY: 01 - RECORDS

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 Regular Salaries	46,552	52,830	56,290	52,880	57,110	57,960
120 Special Salaries	6,215	0	0	0	0	0
130 Overtime	658	0	0	0	0	0
140 Employee Benefits	12,413	14,280	14,830	14,980	15,410	15,490
150 Planned Savings	0	(1,090)	0	(1,100)	0	0
SUBTOTAL PERSONAL SERVICES	65,838	66,020	71,120	66,760	72,520	73,450
210 Utilities	0	0	0	0	0	0
220 Communications	1,448	1,650	1,280	1,660	1,340	1,340
230 Transportation and Training	0	700	250	700	250	250
240 Insurance	0	0	0	0	0	0
250 Professional Fees	12,314	16,000	7,110	16,000	910	910
260 Data Processing	5,940	6,670	6,820	6,670	6,820	6,820
270 Equipment Contractuals	195	420	1,180	420	1,180	1,180
280 Building and Grounds Contractuals	0	0	0	0	0	0
290 Other Contractuals	12,669	9,760	1,560	9,760	1,620	2,030
SUBTOTAL CONTRACTUAL SERVICES	32,566	35,200	18,200	35,210	12,120	12,530
310 Office Supplies	6,758	6,540	7,030	6,540	6,950	6,950
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	0	0	0	0	0	0
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0	0
370 Building Parts	0	0	0	0	0	0
380 Non-Capitalizable Equipment	313	0	0	0	0	0
390 Other Commodities	0	0	0	0	0	0
SUBTOTAL COMMODITIES	7,071	6,540	7,030	6,540	6,950	6,950
410 Land	0	0	0	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	395	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	395	0	0	0	0	0
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	105,870	107,760	96,350	108,510	91,590	92,930

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 02 - RECORDS AND BENEFITS
ACTIVITY: 01 - RECORDS

The Records section is responsible for acting as ex-officio clerk of the City Council, the Board of Bids and Contracts and Staff Screening and Selection Committee; and preparing minutes of all meetings and performing such other duties as may be directed by the Director of Finance.

POSITION TITLE	POSITIONS			1994 EMPLOYMENT RANGE	1993 ADOPTED	1993 REVISED	1994 ADOPTED	1995 APPROVED
	1992 RVSD	1993 ADOPTED	1994 ADOPTED					
Administrative Asst.	1	1	1	118	27,270	30,910	30,910	30,910
Secretary II	1	1	1	619	23,920	24,710	24,710	24,710
Subtotal	2	2	2		51,190	55,620	55,620	55,620
ADD Longevity					620	610	660	720
Employee Compensation					1,020	60	830	1,620
TOTAL					52,830	56,290	57,110	57,960

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 02 - RECORDS AND BENEFITS
ACTIVITY: 02 - PENSION MANAGEMENT

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 Regular Salaries	58,908	64,910	70,380	64,930	97,540	98,740
120 Special Salaries	5,644	0	0	0	0	0
130 Overtime	1,648	0	0	0	0	0
140 Employee Benefits	17,801	17,180	17,440	17,210	25,270	25,380
150 Planned Savings	0	(1,020)	0	(1,020)	0	0
SUBTOTAL PERSONAL SERVICES	84,001	81,070	87,820	81,120	122,810	124,120
210 Utilities	0	0	0	0	0	0
220 Communications	2,245	2,860	1,830	2,870	1,960	1,960
230 Transportation and Training	0	1,200	1,200	1,200	1,200	1,200
240 Insurance	0	0	0	0	0	0
250 Professional Fees	0	0	0	0	0	0
260 Data Processing	12,561	12,460	13,960	12,460	13,960	13,960
270 Equipment Contractuals	85	0	90	0	90	90
280 Building and Grounds Contractuals	300	0	0	0	0	0
290 Other Contractuals	86	200	100	200	80	60
SUBTOTAL CONTRACTUAL SERVICES	15,277	16,720	17,180	16,730	17,290	17,270
310 Office Supplies	3,325	3,180	2,010	3,180	2,010	2,010
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	86	0	0	0	0	0
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0	0
370 Building Parts	0	0	0	0	0	0
380 Non-Capitalizable Equipment	0	0	0	0	0	0
390 Other Commodities	0	0	0	0	0	0
SUBTOTAL COMMODITIES	3,411	3,180	2,010	3,180	2,010	2,010
410 Land	0	0	0	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	5,614	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	5,614	0	0	0	0	0
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	<u>108,303</u>	<u>100,970</u>	<u>107,010</u>	<u>101,030</u>	<u>142,110</u>	<u>143,400</u>

CITY OF WICHITA 1994/95 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 02 - RECORDS AND BENEFITS
ACTIVITY: 02 - PENSION MANAGEMENT

This activity is responsible for the overall coordination and direction of the City retirement system, retiree insurance program, and Deferred Compensation Plan of City employees. The activity acts as the administrative and financial arm for four boards -- the Wichita Employees' Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board -- which establish policy and programs. The Pension Manager also serves as a voting member of the Management Board of the Deferred Compensation Plan and on the investment and disability screening committees of both retirement boards.

POSITION TITLE	POSITIONS			1994 EMPLOYMENT RANGE	1993 ADOPTED	1993 REVISED	1994 ADOPTED	1995 APPROVED
	1992 RVSD	1993 ADOPTED	1994 ADOPTED					
Pension Manager	1	1	1	112	39,330	44,830	44,830	44,830
Administrative Aide III	0	0	1	120	0	13,115	26,230	26,230
Secretary II	1	1	1	619	23,920	24,710	24,710	24,710
Subtotal	2	2	3		63,250	82,655	95,770	95,770
ADD Longevity					390	420	550	600
Employee Compensation					1,270	420	1,220	2,370
LESS: Transfer to P&F and WER Funds						(13,115)		
TOTAL					64,910	70,380	97,540	98,740

NOTES